Health Protection Scotland

NHS National Services Scotland

# SURGICAL SITE INFECTION SURVEILLANCE PROTOCOL

## 6th Edition

## SSIRS user manual

Scottish Surveillance of Healthcare Associated Infection Programme

**APPENDIX 3**

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# SECTION 6
# SURGICAL SITE INFECTION REPORTING SYSTEM (SSIRS)

Please note that this section is updated regularly as SSIRS is a live system with constant changes and improvements applied to it. The updated version can be accessed from SSIRS web site or by request from the SSHAIP Team.

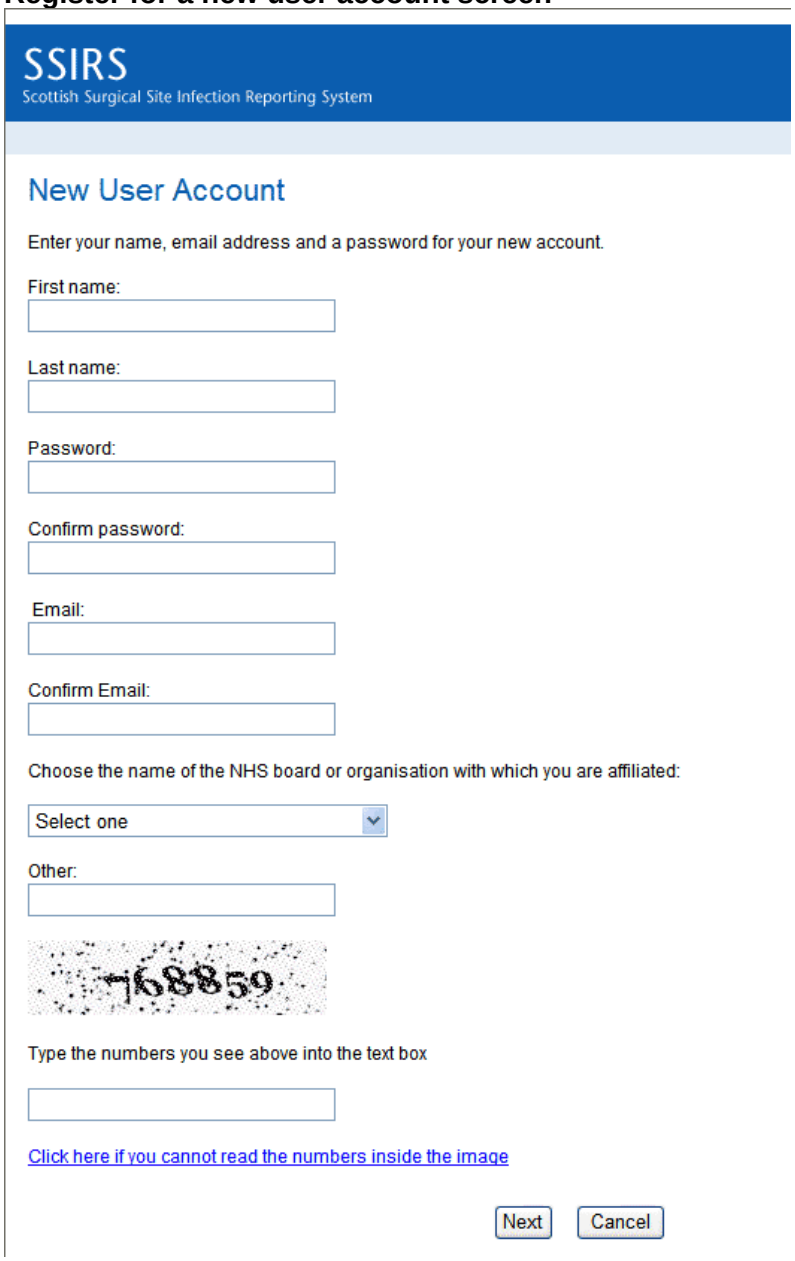
# 6 SURGICAL SITE INFECTION REPORTING SYSTEM (SSIRS)

## 6.1 REGISTERING FOR NEW ACCOUNT, LOGIN AND PASSWORD RESET.

### 6.1a Register for a new account

To register for a new SSIRS user account go to https://ssirs.scot.nhs.uk/ and click on the “Sign up for a new user account” link. You will be taken to the register for a new account page.

**Register for a new user account screen**


SSIRS
Scottish Surgical Site Infection Reporting System
New User Account
Enter your name, email address and a password for your new account.
First name:
Last name:
Password:
Confirm password:
Email:
Confirm Email:
Choose the name of the NHS board or organisation with which you are affiliated:
Select one
Other:
Type the numbers you see above into the text box
Click here if you cannot read the numbers inside the image
Next
Cancel

When you register you must provide your first name, last name, email address, a password and your affiliation. Affiliation is required to let the site administrator know which hospital datasets you require access to. If you do not have an affiliation or you are based at a non-NHS healthcare facility or hospital, select the “Other” option and type in the name of your healthcare facility or hospital.

You must also type in the number displayed at the bottom of the screen. This is a security precaution. If the image is too distorted to be readable, click the” Click here if you cannot read the numbers inside the image” link and the image will be reloaded.

When you are finished click the “Next” button.

On the next page your details are displayed back to you. If they are all correct click “Finish”. Please be sure to check your email address is correct.

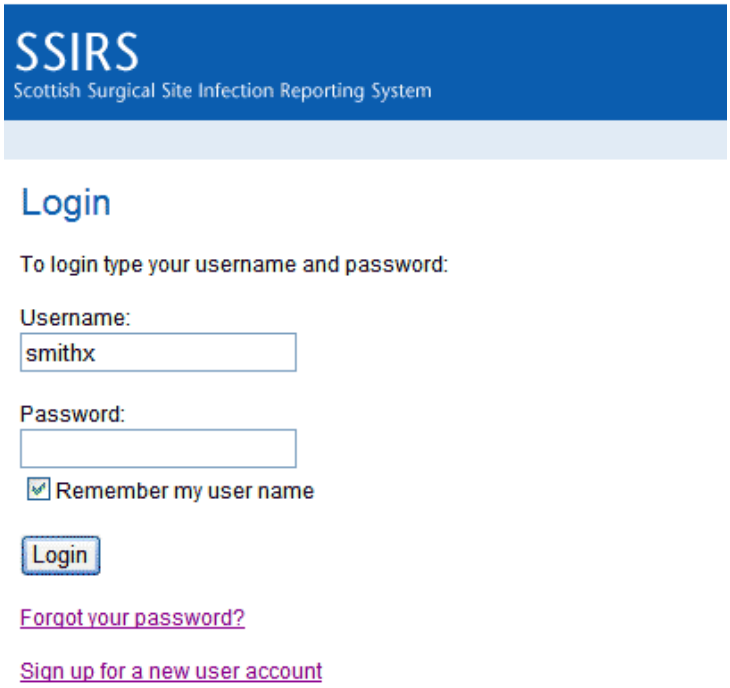
Once you have registered, an email is sent to your email address. This contains your username and password. It is recommended that you keep a note of this for your records.

At the same time, the board administrator will also receive an email. When your request has been approved you will receive a second email to notify that your user account will be ready to use.

### 6.1b Login

Once you have received a confirmation email that the site administrator has approved your user account, you can login and start using your account.

**Login screen**




To login, simply type your username and password and click the “Login” button. If you want your username to be remembered, check the “Remember my username” checkbox. You will always have to type in your password, however.

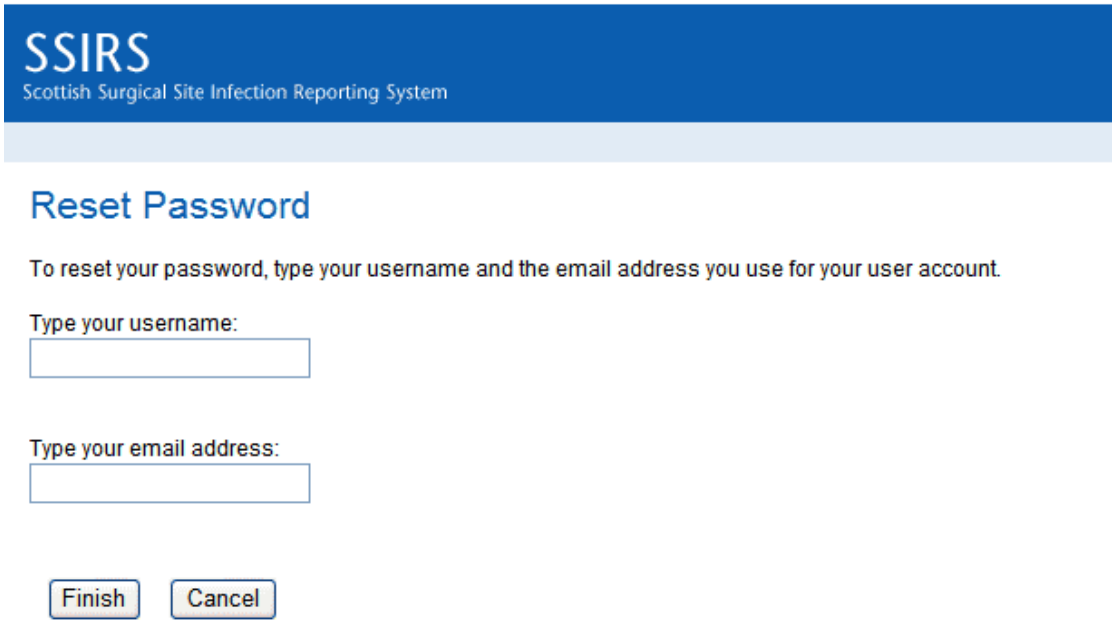
If you type anything incorrectly then you will not be able to login. A red error message will be shown with details of this.

If you cannot remember your password, you can reset it by clicking on the “Forgot your password?” link. See section 6.1.3 for details on this procedure.

### 6.1c Reset password

To reset your password, click on the “Forgot your password?” link of the login screen. You will be taken to the reset password screen.

**Reset password screen**


SSIRS
Scottish Surgical Site Infection Reporting System
Reset Password
To reset your password, type your username and the email address you use for your user account.
Type your username:
Type your email address:
Finish
Cancel

You will need to type in the username you were sent and the email address you provided when you initially registered for your user account. Type these in and click the “Finish” button.

If you type anything incorrectly an error message will be displayed with details of the error. If you cannot remember your username you will have to contact the site administrator directly.

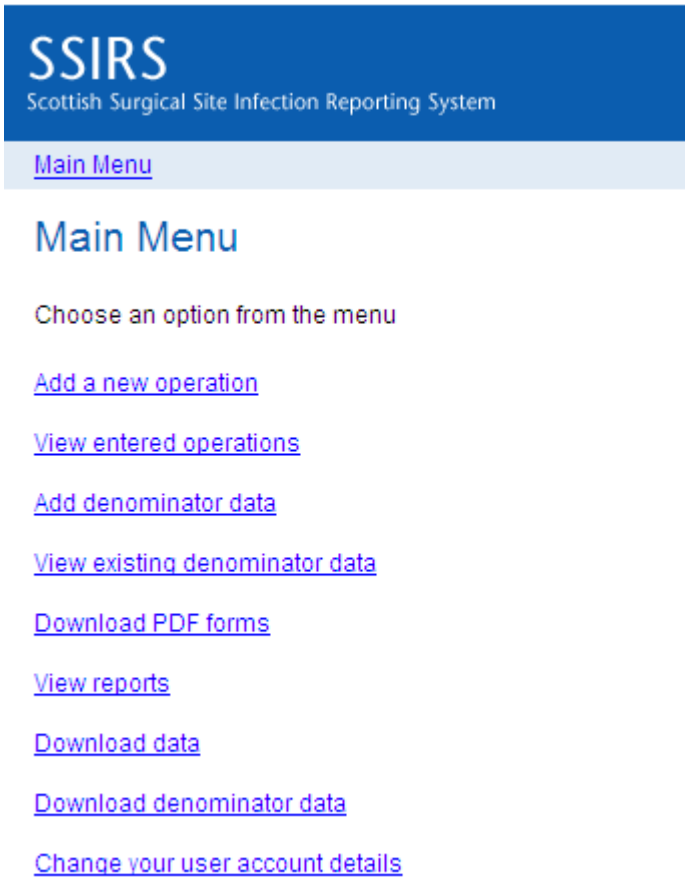
If you successfully provided your username and email address, your new password will be sent to your email account. When you receive this email, login with the new password and change your password to something that is more memorable.

## 6.2 THE MAIN MENU

Once you have logged in, you are taken to the main menu screen. This is the central control point of the web site. From here you can access all the main functions of the web site within a few clicks.

The options available to you from the main menu are listed in the figure below.

**The main menu screen**




The options displayed are:

*Add a new operation* – click this if you want to enter data from a surveillance form. See section 6.3 for details.

*View entered operations* – click this if you want to complete data entry on a surveillance form you began entering previously or if you want to browse or find surveillance records. See section 6.5 for details.

*Add denominator data* – click this if you carry out light surveillance for any procedure category and would like to enter the total number of operations per month.

*View existing denominator data* – click this if you would like to browse through the denominator data entered for previous months.

*Download PDF forms* – click this if you want to download surveillance forms to view, save or print. See section 6.4 for details.

*View reports* – click this to be taken to the reports screen. See section 6.6 for details.

*Download data* – this will take you to the download data screen where you can download surveillance data in CSV file format. See section 6.7 for details.

*Download denominator data* – click this if you would like to download all denominator data entries in a CSV file format.

*Change your user account details* – click this if you want to change your registered email address or password. See section 6.8 for details.

You can return to the main menu screen at any time. Simply click the “Main Menu” link in the SSIRS page header.

**The main menu link**

This appears on all screens in the website provided you are logged in.

## 6.3 ENTERING SURVEILLANCE DATA

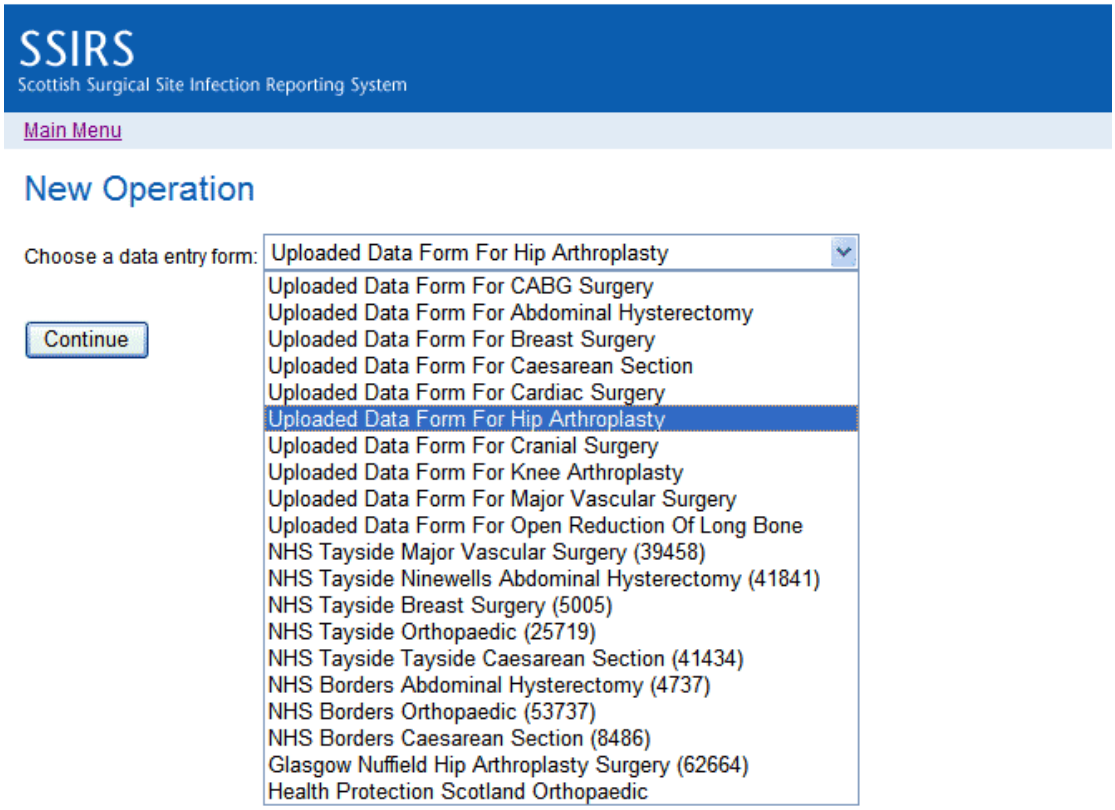
Entering surveillance data is an easy four-step process, which can be summarised as:

a. Choose a surveillance form
b. Entering the surveillance data using the forms pages
c. Quality checking and form level validation
d. Completing the record

### 6.3a Choose a surveillance form

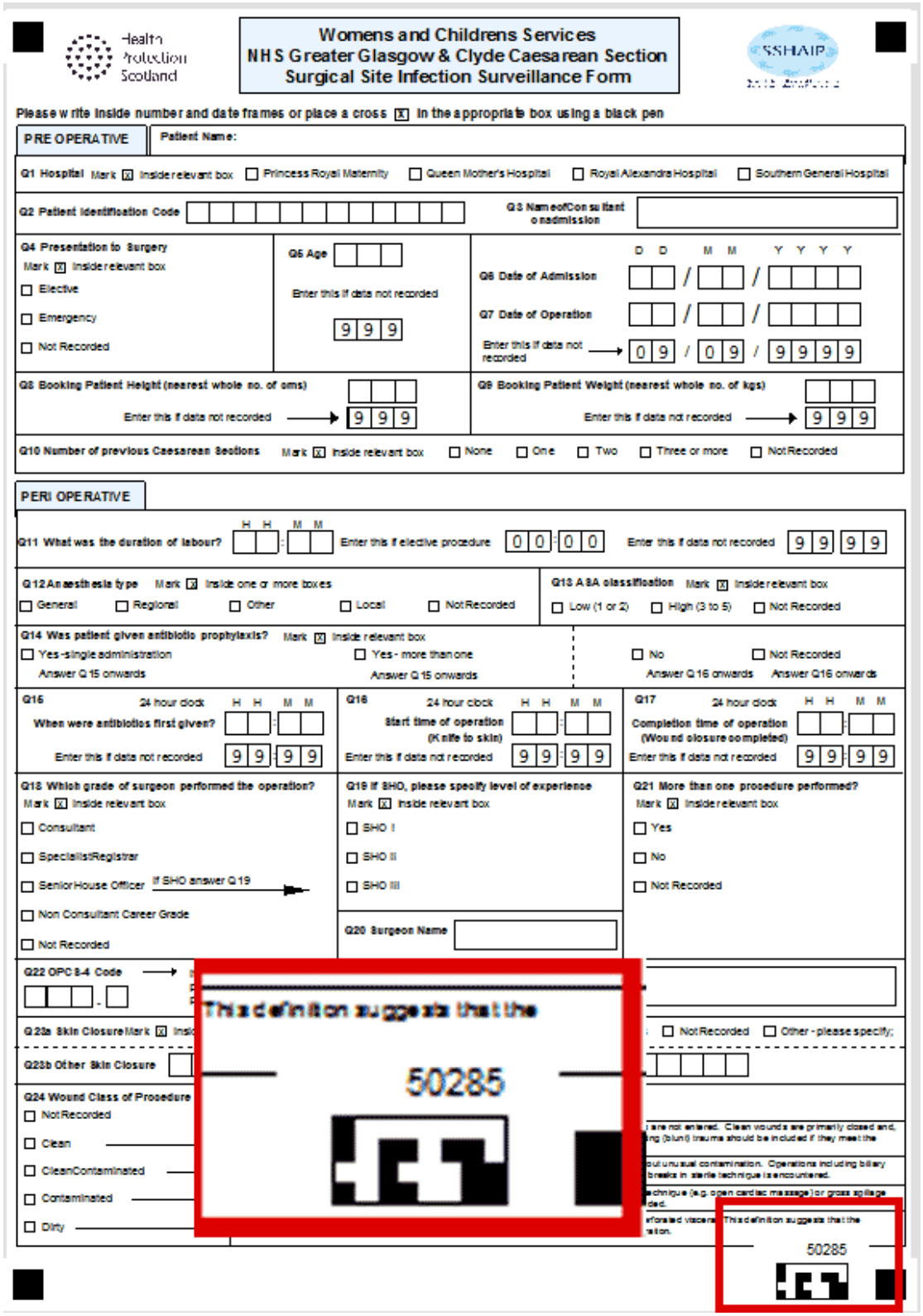
To begin a new surveillance record (or operation), click on the “Add a new operation” link on the main menu screen. You will be taken to the form selection screen.

**The form selection screen**


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
New Operation
Choose a data entry form:
Uploaded Data Form For Hip Arthroplasty
Continue
Uploaded Data Form For CABG Surgery
Uploaded Data Form For Abdominal Hysterectomy
Uploaded Data Form For Breast Surgery
Uploaded Data Form For Caesarean Section
Uploaded Data Form For Cardiac Surgery
Uploaded Data Form For Hip Arthroplasty
Uploaded Data Form For Cranial Surgery
Uploaded Data Form For Knee Arthroplasty
Uploaded Data Form For Major Vascular Surgery
Uploaded Data Form For Open Reduction Of Long Bone
NHS Tayside Major Vascular Surgery (39458)
NHS Tayside Ninewells Abdominal Hysterectomy (41841)
NHS Tayside Breast Surgery (5005)
NHS Tayside Orthopaedic (25719)
NHS Tayside Tayside Caesarean Section (41434)
NHS Borders Abdominal Hysterectomy (4737)
NHS Borders Orthopaedic (53737)
NHS Borders Caesarean Section (8486)
Glasgow Nuffield Hip Arthroplasty Surgery (62664)
Health Protection Scotland Orthopaedic

Forms are named and coded. Names are usually the hospital or NHS board name followed by the category of procedure. Form codes are on all surveillance forms issued by HPS. The form code is used to differentiate forms with multiple versions. The form code is found on the bottom right hand side of the form above the key block.

## How to find form codes




This example form's code is 50285

Choose the form from the list and click the "Continue" button.

### 6.3b Using form pages to enter data

Each SSI surveillance form issued by HPS has a number of sections, which are made up of groups of questions.

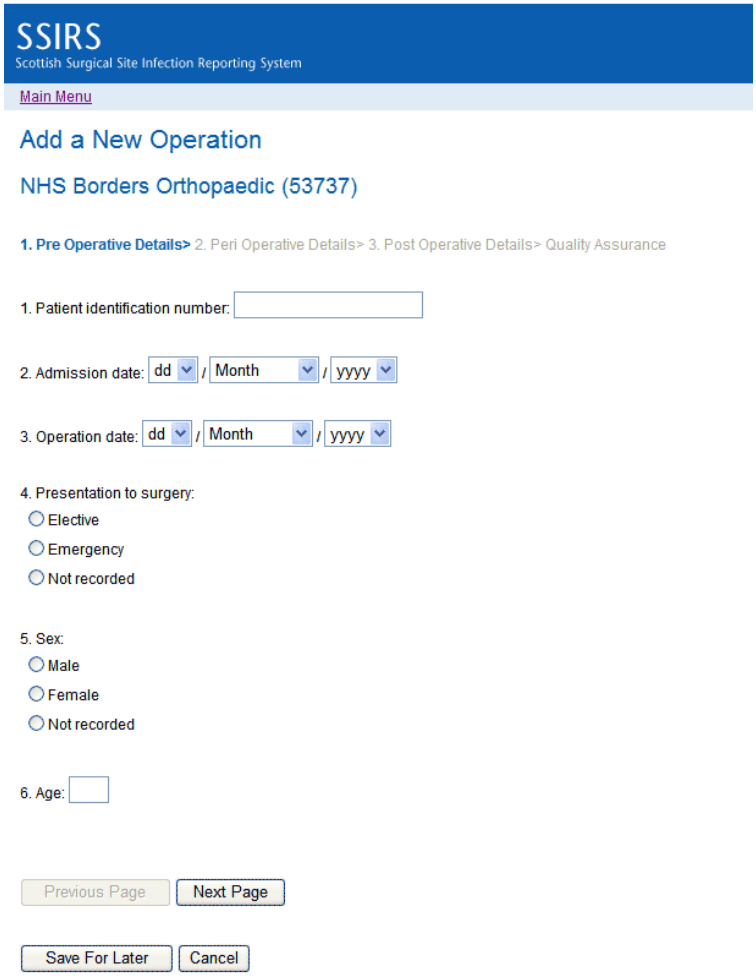
Commonly these are:

- Pre operative section
- Peri operative section
- Post operative section

This structure is also mirrored on the online forms system by the way of form pages. Each online form is made up of form pages.

If you take a paper form and look at the sections that appear on it, you will find that there is a corresponding online form page that matches that section. Online forms will have a pre operative page, a peri operative page and a post operative page.
You can move between the pages of a form using the forms "Next" and "Previous" buttons. The figure below shows a typical online data entry form page.

**An online data entry form**




As well as the page title, each page has (in order of appearance):
The form title - in this case "NHS Borders Orthopaedic (53737)"

- The page title strip – here the page title is “Pre operative details”
- The patient identification code – this is the patient identification code relating to the surveillance record.
- The page questions – in this example there are 6 questions
- The form navigation buttons – this differs depending on which page you are on but here on this page there are 3 navigation buttons: “Next Page”, “Save for later” and “Cancel”

**a) Page title strip**

This strip lets you know what page you are on within a form.

The page title is shown beside the page number. Within the page title strip each page title has three states.

- Completed – page titles in regular blue text indicate pages that you have completed
- Active – page titles in bold blue text indicate that you are currently on that page.
- Not started – page titles in gray show pages that have not yet been reached for the surveillance record.

Each form page must be completed before you can move on to the next.

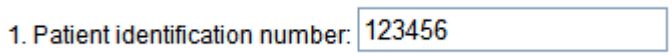
**b) Page questions**

Each form is made up of questions. There are 3 classes of question that are used to make up forms.

- Core – these questions must be answered as their answers make up the surgical site infection surveillance (SSIS) programme core dataset.
- Extension – different procedure categories extend the core dataset in different ways. Whether or not these questions require to be answered depends on the category of procedure for the operation.
- Local – whether you answer these is left to your discretion, as they are not required by HPS.

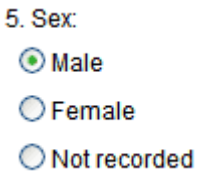
There are usually several questions on a form page and each can vary in the type of answer required. There are seven controls that you will need to be familiar with to answer questions:

**Textbox**



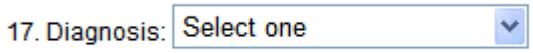

A simple textbox where you type the answer using your keyboard. For a not recorded response, type in the not record value given on the form.

### Radio button list



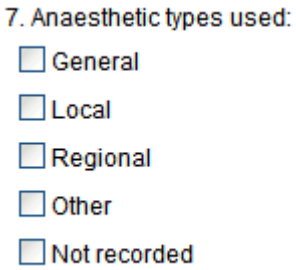

A list with options. You pick one answer by clicking on it. For a not recorded response, choose the not recorded option.

### Drop down list



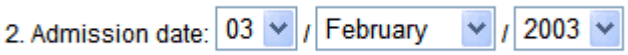

Another list with options. Usually drop down list questions have more options than a radio button list. You click the down arrow to see the options. Again, you pick one answer. For a not recorded response, choose the not recorded option.

### Check box list



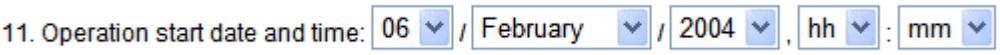

Yet another list with options. Similar to a radio button list but this time you get to choose as many options as you like. For a not recorded response, choose the not recorded option.

### Date picker



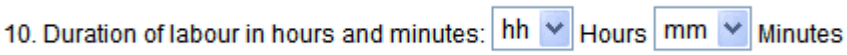

A series of three drop down lists used for choosing a date. One for day, one for month and one for year. For a not record response, pick “09 September 9999”. For a not applicable response (not applicable to all questions) choose “10 October 9999”.

### Date time picker




A series of five drop down lists used for choosing a date and a time. One for day, one for month, one for year, one for hour and one for minute. For a not recorded response, pick “09 September 9999 99:99”.

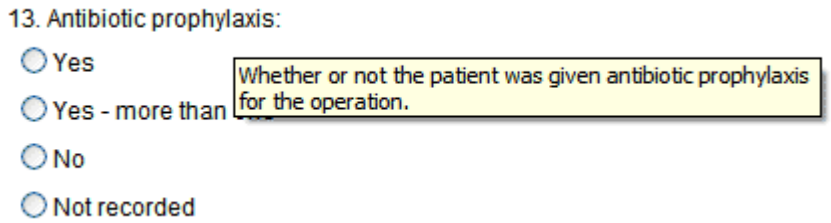
### Duration picker



Two drop down lists for choosing hours and minutes. Note that this is different from time as you can pick as many hours as required i.e. you are not limited to 23. The minutes selection is limited to 59. If you need more minutes then you add 1 to hours and start from 0 minutes again.

Notice that some questions depend on the answers given to other ones. For example, if you specify that a patient did not receive any antibiotic prophylaxis, then you will not have a response for the date and time on which antibiotic prophylaxis was given to the patient. And the vice versa also applies i.e. if the patient was given antibiotic prophylaxis then you will have a response to the date and time of their administration. So this certain question only becomes enabled and required when you select an option of their master question. The whole set of infection relevant questions works like this. Infection relevant questions only become enabled and required when the patient has had an SSI diagnosed.

**Tool tip**




You can also get a description of the data item that the question relates to by hovering over the question with the mouse for more than one second. The boxes that pop up are called tool tips.

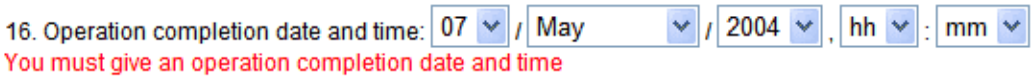
Besides regular form questions i.e. all those described above, some forms will also contain fixed value questions. These questions are hidden from you and usually relate to questions where there can only be one logical answer. For example, orthopaedic operations will always involve the use of an implant, caesarean section procedures will always be performed on females.

**c) Question validation**

There are two levels of validation for data entry. Question level and form level.

Question level validation checks whether the question has been answered at all and if it has then it double checks that it has been answered in a sensible manner that the system can interpret correctly.

**Question level validation**




Only core dataset values are subject to question level validation.

Exceptionally, extension and local questions that use date, date time and duration picker controls to answer them will be subject to question level validation if they are attempted. But if left unattempted then they are not required and will not be subject to question level validation.

Extension questions are validated during form level validation. This is because a form can contain questions for several procedure categories and for each procedure category there will be a set of questions that extend the dataset specific to and only required for that procedure category. Therefore extension questions cannot be validated until procedure category has been specified for the record.

Form level validation checks whether the form as a whole makes sense and considers everything on the form and cross checks values with each other.

**d) Form navigation**

Each form page has a set of navigation buttons. These are:

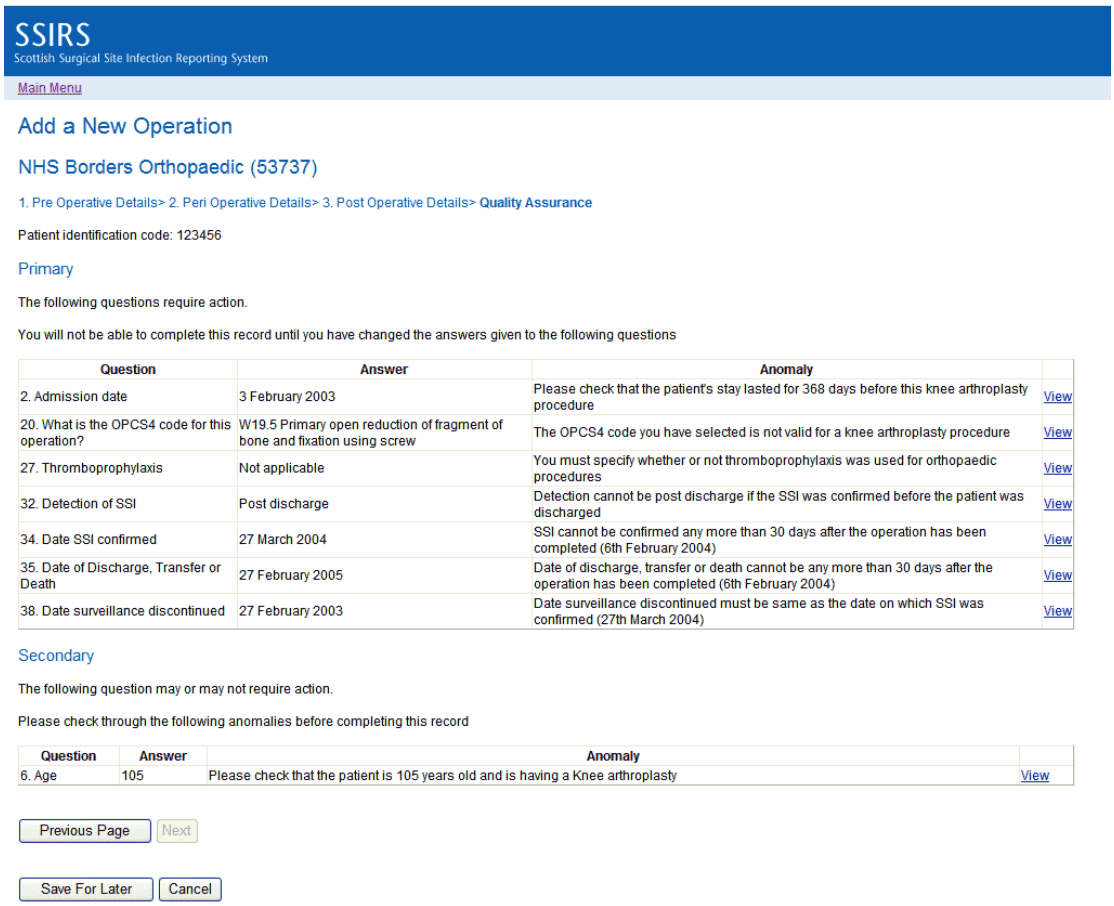
- Next – saves the current page and moves you to the next page in the form. If you are on the last form page then this will move you on to the quality assurance screen
- Previous – moves you back to the last page in the form. If you are on the first page in a form then this button will be disabled
- Save for later – saves the current page and returns you to the operations screen.
- Cancel – does not save the current page and returns you to the operations screen.

Clicking “Next Page” and “Save for later” will trigger question level validation as you are attempting to save the answers to the page’s questions. Clicking “Previous Page” or “Cancel” does not.

### 6.3c Quality assurance and form level validation

When you have completed all pages of a data entry page. You are taken to the quality assurance screen.

### The quality assurance screen


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
Add a New Operation
NHS Borders Orthopaedic (53737)
1. Pre Operative Details> 2. Peri Operative Details> 3. Post Operative Details> Quality Assurance
Patient identification code: 123456
Primary
The following questions require action.
You will not be able to complete this record until you have changed the answers given to the following questions
Question | Answer | Anomaly
2. Admission date | 3 February 2003 | Please check that the patient's stay lasted for 368 days before this knee arthroplasty procedure | View
20. What is the OPCS4 code for this operation? | W19.5 Primary open reduction of fragment of bone and fixation using screw | The OPCS4 code you have selected is not valid for a knee arthroplasty procedure | View
27. Thromboprophylaxis | Not applicable | You must specify whether or not thromboprophylaxis was used for orthopaedic procedures | View
32. Detection of SSI | Post discharge | Detection cannot be post discharge if the SSI was confirmed before the patient was discharged | View
34. Date SSI confirmed | 27 March 2004 | SSI cannot be confirmed any more than 30 days after the operation has been completed (6th February 2004) | View
35. Date of Discharge, Transfer or Death | 27 February 2005 | Date of discharge, transfer or death cannot be any more than 30 days after the operation has been completed (6th February 2004) | View
38. Date surveillance discontinued | 27 February 2003 | Date surveillance discontinued must be same as the date on which SSI was confirmed (27th March 2004) | View
Secondary
The following question may or may not require action.
Please check through the following anomalies before completing this record
Question | Answer | Anomaly
6. Age | 105 | Please check that the patient is 105 years old and is having a Knee arthroplasty | View
Previous Page
Next
Save For Later
Cancel

Quality assurance checks whether the surveillance record makes sense as a whole. Any questions that have been answered incorrectly or in a contradictory way will be displayed on this screen as validation tasks. There are two types of task.

- Primary validation tasks – you will not be able to complete the surveillance record unless you work through any primary validation tasks.

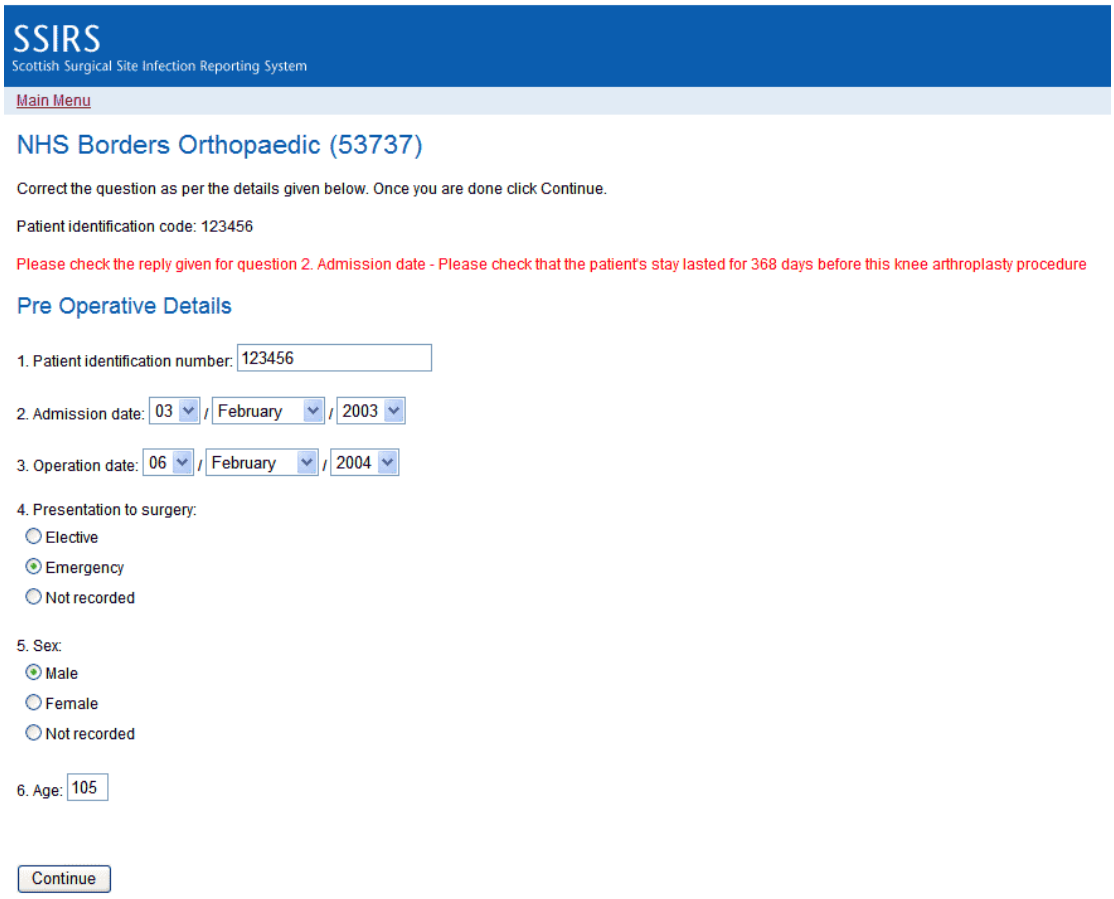
- Secondary validation tasks – these relate to questions that are more subjective in nature and don't always require correction. They do not require to be worked though in order to complete the surveillance record. An example of such a validation task would be where you answered a height question for an unusually tall patient or the operation start and completion times for an unusually long operation.

Each validation task displayed has three properties:

- Question – the question number and name that the validation task relates to
- Answer – the answer you gave for the question
- Anomaly – the reason why the answer requires validation

To correct a validation task, click on the “View” link at the end of the line. You will be taken to the relevant page to correct the anomaly.

**Correction page screen**


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
NHS Borders Orthopaedic (53737)
Correct the question as per the details given below. Once you are done click Continue.
Patient identification code: 123456
Please check the reply given for question 2. Admission date - Please check that the patient's stay lasted for 368 days before this knee arthroplasty procedure
Pre Operative Details
1. Patient identification number: 123456
2. Admission date: 03 / February / 2003
3. Operation date: 06 / February / 2004
4. Presentation to surgery:
Elective
Emergency
Not recorded
5. Sex:
Male
Female
Not recorded
6. Age: 105
Continue

The page is the same as the form page you would have seen earlier but you will also see details of the anomaly at the top of the screen to guide you.

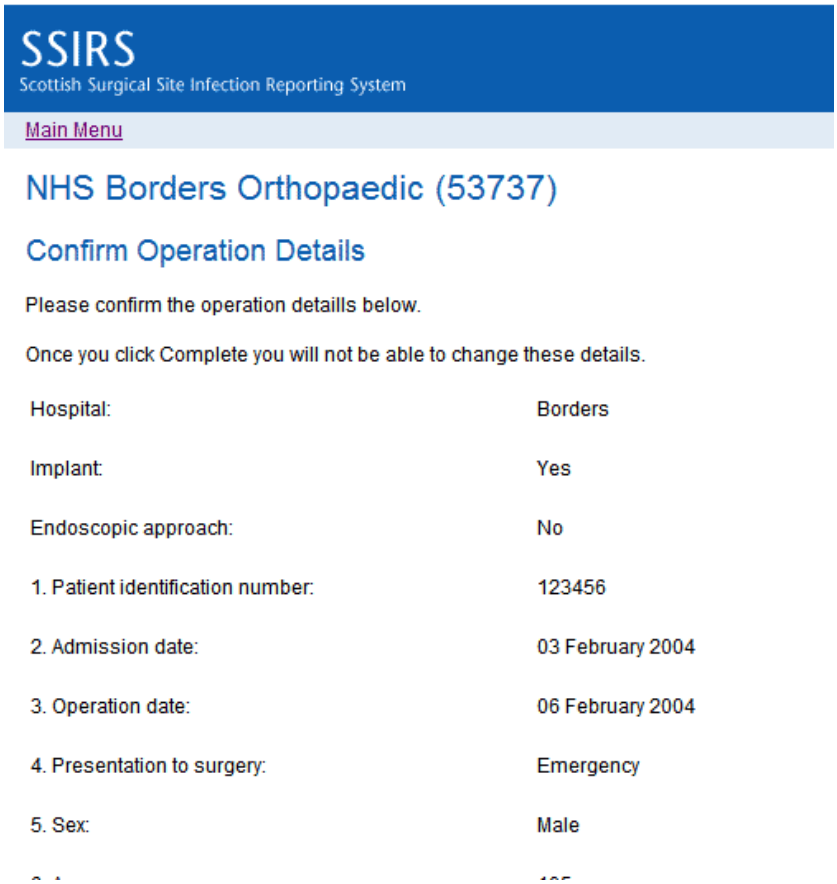
Once you have corrected the question click “Continue”. You will be taken back to the quality assurance screen. If you corrected the validation task successfully then the task will be no longer be displayed.

Once you have cleared all primary validation tasks and checked over all secondary validation tasks. Click “Next” or “Save for Later”.

### 6.3d Completing the record

To complete the record you must complete any primary validation tasks on the quality assurance screen.

**Confirm operation details screen**


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
NHS Borders Orthopaedic (53737)
Confirm Operation Details
Please confirm the operation detaills below.
Once you click Complete you will not be able to change these details.
Hospital: Borders
Implant: Yes
Endoscopic approach: No
1. Patient identification number: 123456
2. Admission date: 03 February 2004
3. Operation date: 06 February 2004
4. Presentation to surgery: Emergency
5. Sex: Male

Once you have done this you will be taken to the record completion screen. The purpose of this screen is to allow you to browse over the surveillance record details for any last visual checks.

Each question is displayed in order of question number. Any fixed value answers that the form contains are displayed at the top.

Please be aware that if the SSI diagnosed question was answered with “No”, then the infection questions and answers will not be displayed.

If you want to change anything, click “Cancel” and you will be returned to the operations screen.

If you are satisfied with your responses to all questions click complete.
The surveillance record is now complete. Completed operations cannot be edited, deleted or changed so be sure when you click “Complete” that you have all details correct.

Completed operations are immediately included in any reports you view for the relevant period. In other words, you can view reports on them as soon as they are completed.

When the operation is complete there are three options remaining:

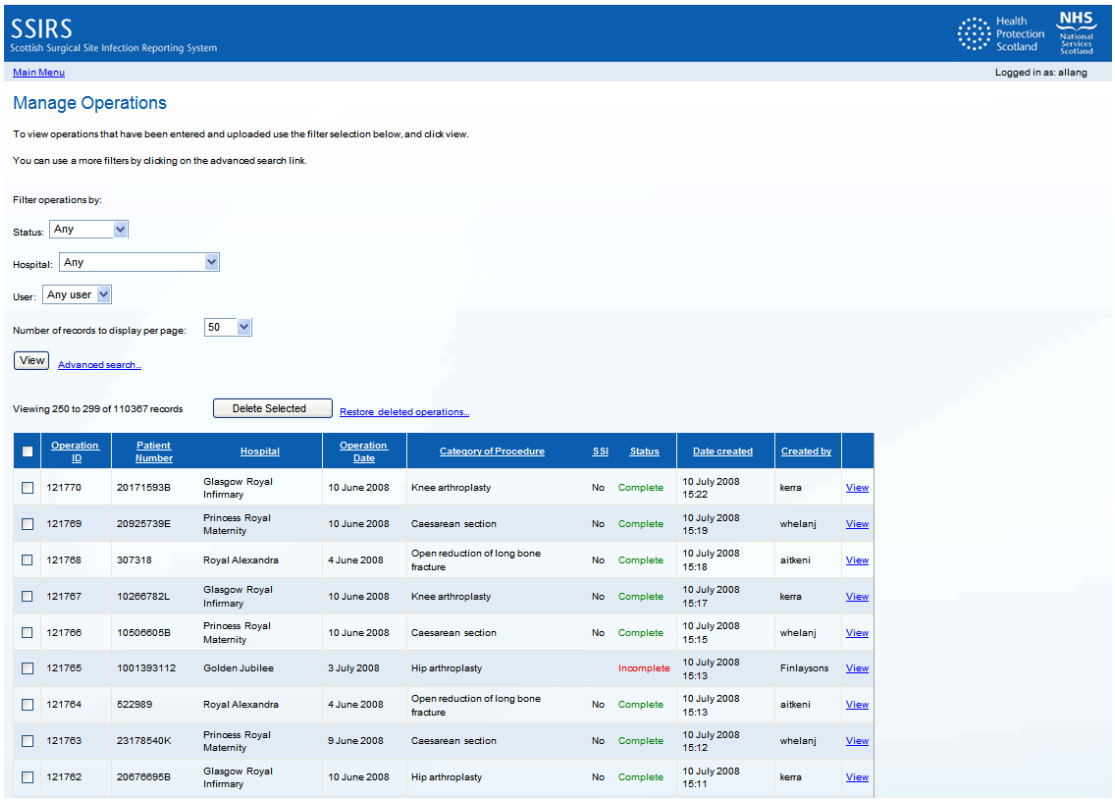
- Add another operation using the same form – this starts a new surveillance record and takes you back to the first page of the form.
- Add another operation using a different form – this takes you back to the form selection screen.
- View operations – this takes you to the operations screen.

Click the link of the option you want to take. As always, you can also click the “Main Menu” link to return to the main menu.

## 6.4 VIEWING OPERATIONS

To go to the operations screen, go to the “Main Menu” and click on the “View entered operations” link.

### The operation screen


SSIRS
Scottish Surgical Site Infection Reporting System
Health Protection Scotland
NHS National Services Scotland
Main Menu
Logged in as: allang
Manage Operations
To view operations that have been entered and uploaded use the filter selection below, and click view.
You can use a more filters by clicking on the advanced search link.
Filter operations by:
Status: Any
Hospital: Any
User: Any user
Number of records to display per page: 50
View
Advanced search...
Viewing 250 to 299 of 110367 records
Delete Selected
Restore deleted operations...

| Operation ID | Patient Number | Hospital | Operation Date | Category of Procedure | SSI | Status | Date created | Created by | |
|---|---|---|---|---|---|---|---|---|---|
| 121770 | 20171593B | Glasgow Royal Infirmary | 10 June 2008 | Knee arthroplasty | No | Complete | 10 July 2008 15:22 | kerra | View |
| 121769 | 20925739E | Princess Royal Maternity | 10 June 2008 | Caesarean section | No | Complete | 10 July 2008 15:19 | whelanj | View |
| 121768 | 307318 | Royal Alexandra | 4 June 2008 | Open reduction of long bone fracture | No | Complete | 10 July 2008 15:18 | aitkeni | View |
| 121767 | 10266782L | Glasgow Royal Infirmary | 10 June 2008 | Knee arthroplasty | No | Complete | 10 July 2008 15:17 | kerra | View |
| 121766 | 10506605B | Princess Royal Maternity | 10 June 2008 | Caesarean section | No | Complete | 10 July 2008 15:15 | whelanj | View |
| 121765 | 1001393112 | Golden Jubilee | 3 July 2008 | Hip arthroplasty | | Incomplete | 10 July 2008 15:13 | Finlaysons | View |
| 121764 | 522989 | Royal Alexandra | 4 June 2008 | Open reduction of long bone fracture | No | Complete | 10 July 2008 15:13 | aitkeni | View |
| 121763 | 23178540K | Princess Royal Maternity | 9 June 2008 | Caesarean section | No | Complete | 10 July 2008 15:12 | whelanj | View |
| 121762 | 20676695B | Glasgow Royal Infirmary | 10 June 2008 | Hip arthroplasty | No | Complete | 10 July 2008 15:11 | kerra | View |

The operations screen lists all the surveillance records that your hospital(s) has submitted to the SSI programme since 01 April 2002. This table is called the operations grid.

The grid has several columns:

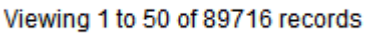
- Operation ID – this is the unique operation id that this system uses to manage and tag surveillance records. It is more specific than the patient number and completely unique as it has the advantage in that it is shorter and unique for same patient lateralities or operations for the same patient but on a different date. You can choose to use this or the patient number, whichever you prefer.
- Patient number – the patient identification number that is assigned to the patient at your healthcare facility.
- Hospital – the name of the hospital or healthcare facility where the operation took place.
- Operation date
- Category of procedure – this can be blank if the surveillance record is incomplete and the form is for multiple procedure categories. It depends on how many pages you have completed.
- SSI diagnosed – again like above this can be blank depending on how far you have gotten on an incomplete surveillance record.
- Status

  - Complete records have been validated and have passed quality assurance and are essentially set in stone and cannot be edited or deleted and are final. They are also used to make up reports.
  - Incomplete records are records that you have started. But clicked on "Save for Later" or have opted out of. You can update and edit these and delete them.
- Date created by – the date on which the record was created.
- Created by – the person who created the record. Note that you will be able to see records created by other users of the system. Administrator username will be shown beside records that have been uploaded.

Each column can be sorted by clicking on the column header. One click will do ascending order; a second click will reverse the order to descending.

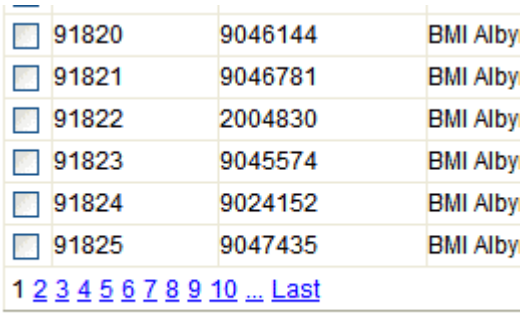
The total number of surveillance records is displayed at the top left hand side of the grid.

**The total number of records**




Moving through the pages of the grid is also very easy. If you look at the bottom left of the grid you will see a list numbers. These are page numbers.

**The pages of the grid**




The current page is displayed in plain black text, to go to the page simple click on its number. To go to the last page, click on “Last” and to go to the first page click on “First”.

**6.4a Performing a simple search**

You can search for a particular record using the filter drop down lists at the top of the operations screen. These are used in combination to filter the records displayed in the grid. They are:

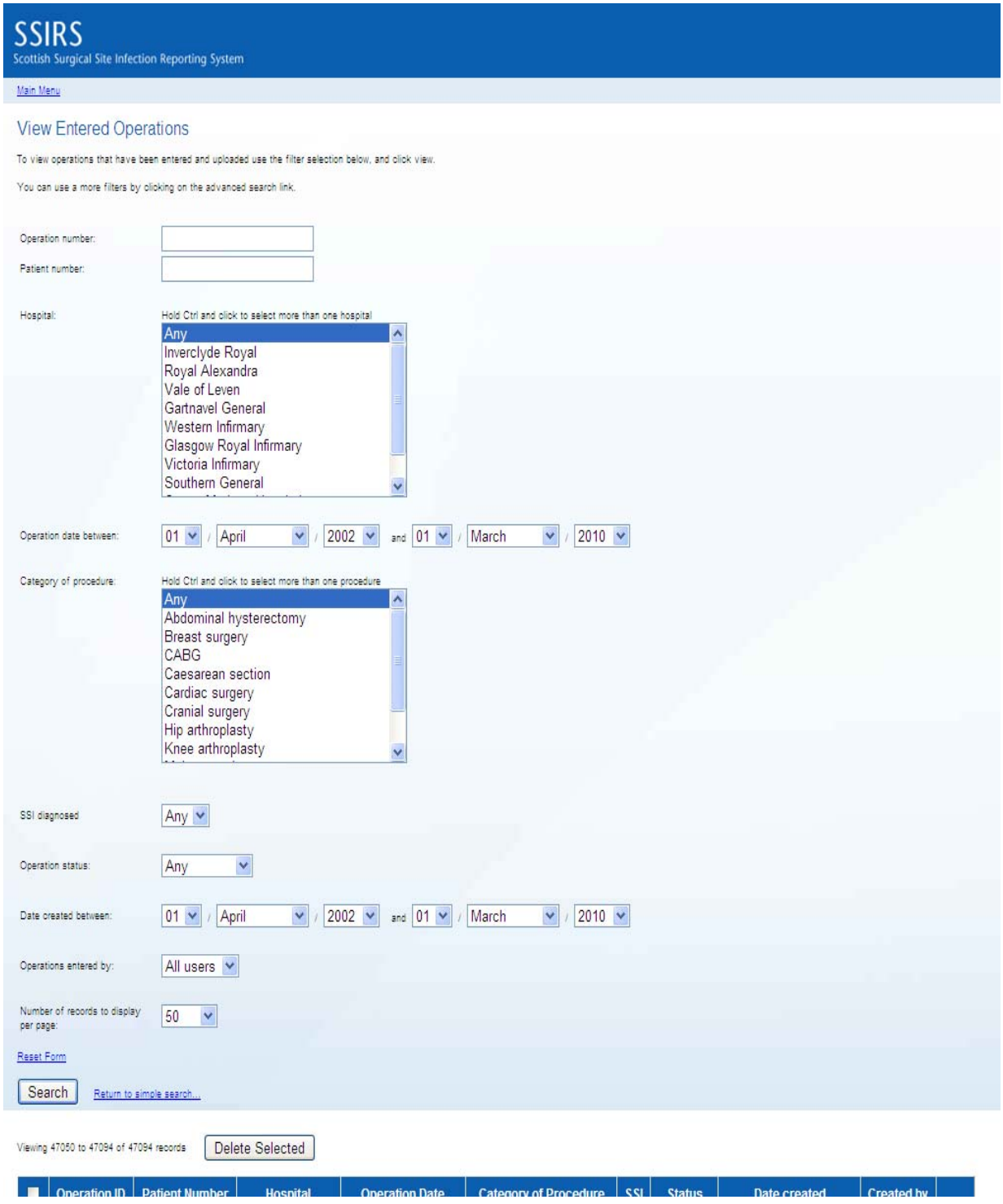
- Filter operations by status – you can choose to see All, Incomplete or Complete records. The default is all.
- Show operations created by – you can see records created by everyone who has access to the same datasets as you or just you. The default is any user.
- Number of records to display per page - the number of surveillance records to display per page. Choosing larger numbers will be slightly longer but mean you will see more records per click.

When you want to view records for your selection click the “View” button.

### 6.4b Performing an advanced search

You can also search more specifically. To do this, click on the “Advanced search” link. This will take you into advanced search mode.

### The advanced search mode screen



There are several controls for the advanced search and like simple search, these are used in combination with each other.

- Selection checkbox – use this to select and delete records.
- Operation Number – type the operation id in this box if you know it and the search will return a match for it.
- Patient Number – type the number of the patient in this box. This is a double wildcard search. This means you can type a portion of the patient number and the search will return a match on any records with patient numbers containing what you typed either at the start, the middle or the end.
  For example, typing “abc123” would return records with patient numbers like “abc123”, “789abc123kj” or “sdsabc123”.
  If you don’t know the patient number or want to omit it from the search then leave it blank.
- Hospital – click on the hospital if you know it. You can choose as many hospitals as you like by either clicking and dragging the mouse down the box or by holding the ctrl button on your keyboard and clicking. If you don’t want to specify a hospital leave “Any” selected.
- Operation date – you can narrow the number of records returned by choosing dates between a date range.
- Category of procedure – again like hospital you can choose as many as you like. If you don’t want to specify a category of procedure then leave “Any” selected.
- SSI diagnosed – if you are searching for records in which an infection was diagnosed then choose “Yes”. If you want to omit this, leave “Any” selected.
- Status – returns matches on the status of the surveillance record. If you are looking for incomplete record then choose “Incomplete”, otherwise leave “Any” selected.
- Date created between – similar to operation date only this time it returns a match on the date on which the record was created.
- Operations entered by - you can see records created by everyone who has access to the same datasets as you or just you. The default is “All users”.
- Number of records to display per page - the number of surveillance records to display per page. Choosing larger numbers will be slightly longer but mean you will see more records per click.

When you are ready to search, click the “Search” button. The search results are displayed just as before giving you a total number of records displayed at the top left hand corner of the grid.

To return to simple search, click on the simple search button.

### 6.4c Continuing with incomplete operations

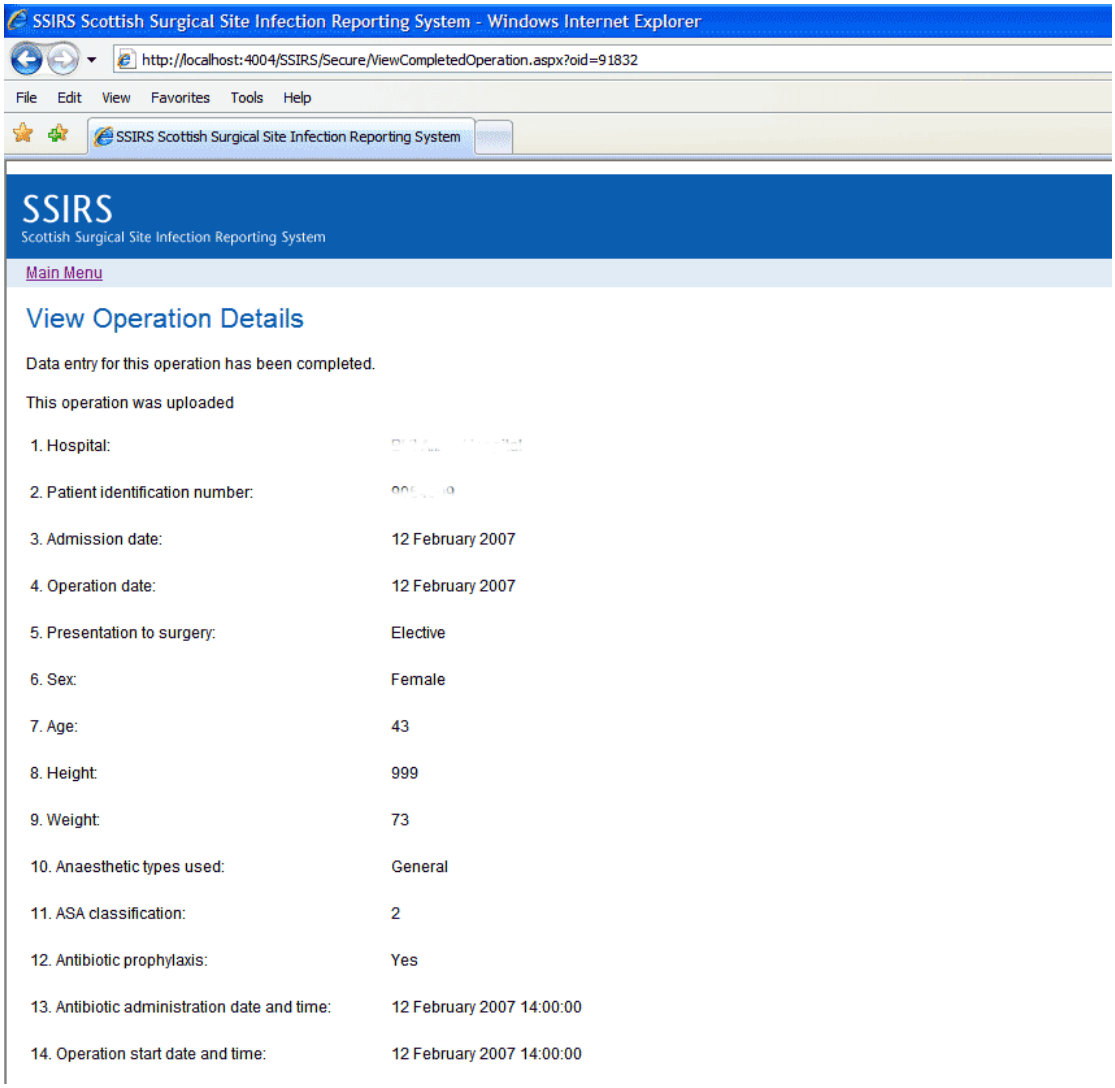
To continue with an incomplete surveillance record, click the “View” button at the end of the operation row inside the operations grid.

You will be taken to the next relevant form page for the surveillance record and can resume data entry.

### 6.4d Viewing completed operations

Viewing a completed operation is much the same as continuing with an incomplete operation. Just click on the “View” button on the operation inside the operations grid.

### Viewing a completed operation screen


SSIRS Scottish Surgical Site Infection Reporting System - Windows Internet Explorer
http://localhost:4004/SSIRS/Secure/ViewCompletedOperation.aspx?oid=91832
File Edit View Favorites Tools Help
SSIRS Scottish Surgical Site Infection Reporting System
SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
View Operation Details
Data entry for this operation has been completed.
This operation was uploaded
1. Hospital:
2. Patient identification number:
3. Admission date: 12 February 2007
4. Operation date: 12 February 2007
5. Presentation to surgery: Elective
6. Sex: Female
7. Age: 43
8. Height: 999
9. Weight: 73
10. Anaesthetic types used: General
11. ASA classification: 2
12. Antibiotic prophylaxis: Yes
13. Antibiotic administration date and time: 12 February 2007 14:00:00
14. Operation start date and time: 12 February 2007 14:00:00

Each value for the surveillance record is displayed in order of question for you to see. Also indicated is the source of the record – either uploaded or online data entry.

### 6.4e Deleting operations

To delete an operation, return to the operations screen. Run either a simple search or an advanced search to find the record you want to delete. When you find it, select the operation by clicking the checkbox at the far left hand side of the line. You can select multiple records or you can select the whole page by clicking the checkbox in the column header.

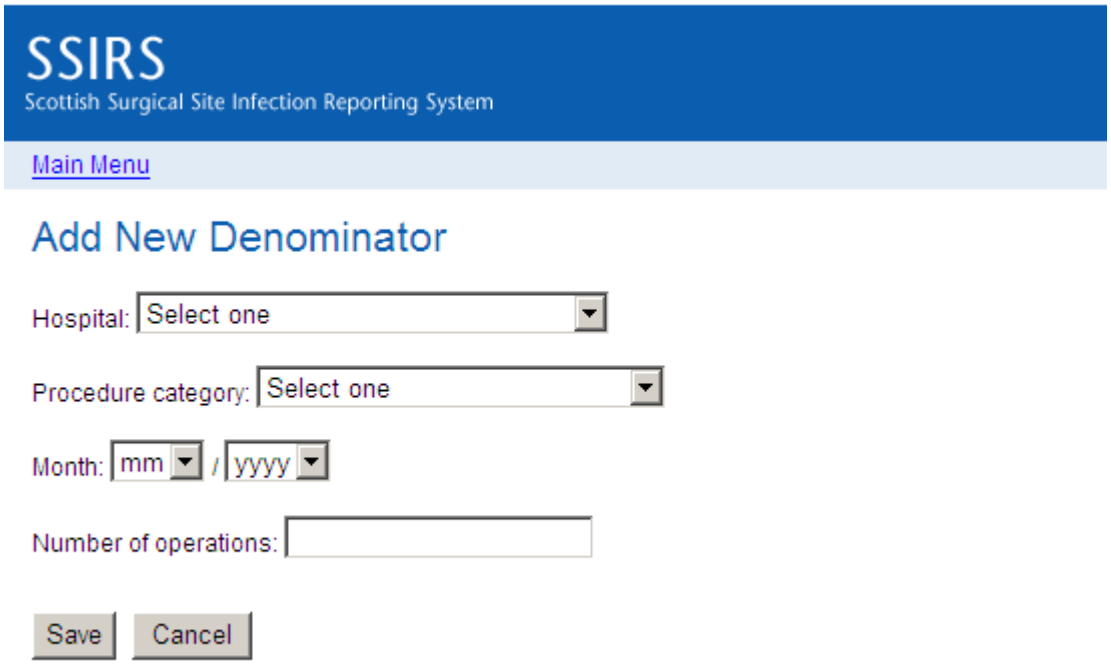
To delete your selection, click the “Delete Selected” button. You will be taken to the confirmation screen. If you are sure you want to delete the selection, click on the “Yes, delete them” button. To cancel, just click the “Cancel” button.

You can only delete incomplete operations. Completed operations are considered final and cannot be deleted. Please contact the site administrator if you need anything deleted.

### 6.5 ADD DENOMINATOR DATA

Denominator data is entered each month for sites carrying out SSI Light Surveillance. In order to enter this data go to the main menu and click on the “Add Denominator Data” link. You will be taken to the denominator data entry screen.

**The denominator data entry screen**




To enter denominator data pick the hospital and procedure category from the drop down list and enter the month and year the data is for. Then enter the total number of procedures carried out for that month and click on “save”.

Note that if data for a particular month and procedure category has been entered previously, it will not accept new data and a warning message will appear to say that data for that month already exists.

**Warning message**

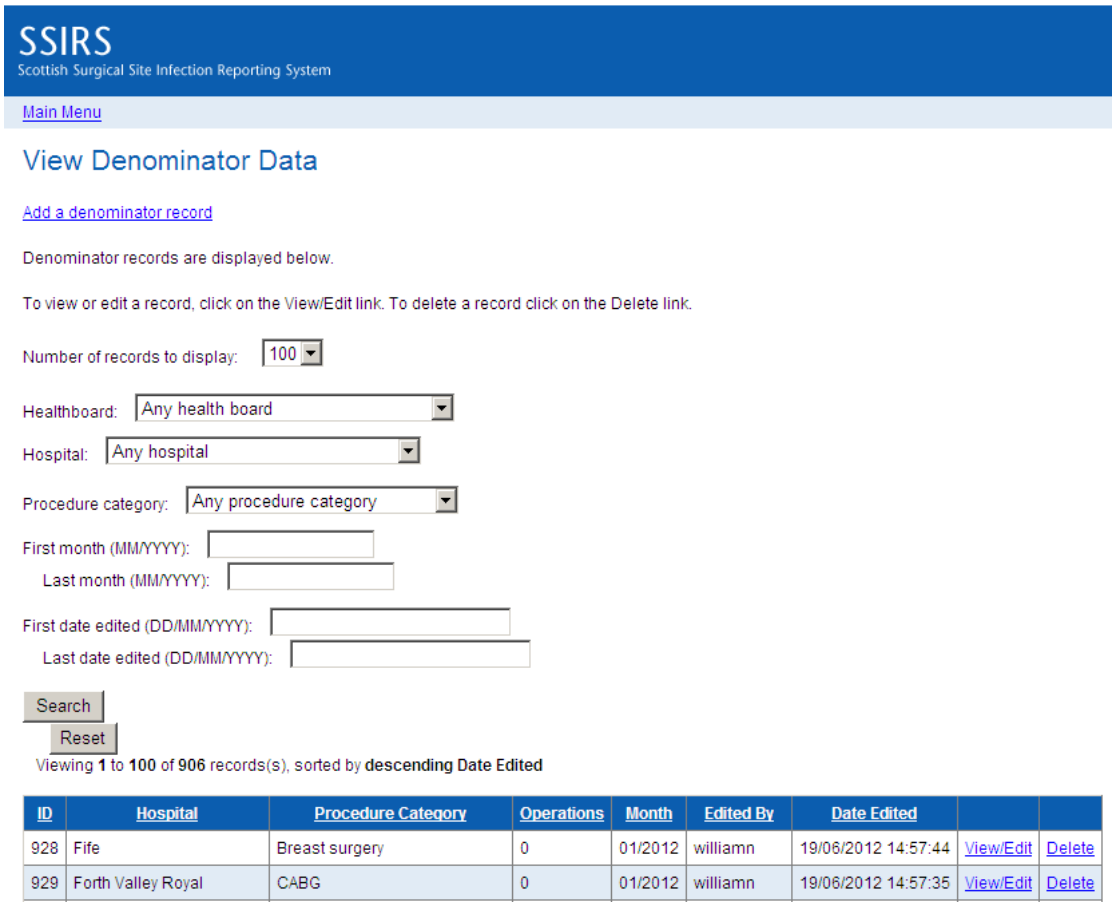
* A denominator record for this hospital, procedure and month already exists

Any changes to the entered data have to be requested from the sshaip team as once data is entered it is locked.

## 6.6 VIEW EXISTING DENOMINATOR DATA

In order to view the entered denominator data go to the main menu and click on the "View Existing Denominator Data" link. You will be taken to the screen below.

**The view denominator data screen**


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
View Denominator Data
Add a denominator record
Denominator records are displayed below.
To view or edit a record, click on the View/Edit link. To delete a record click on the Delete link.
Number of records to display: 100
Healthboard: Any health board
Hospital: Any hospital
Procedure category: Any procedure category
First month (MM/YYYY):
Last month (MM/YYYY):
First date edited (DD/MM/YYYY):
Last date edited (DD/MM/YYYY):
Search
Reset
Viewing 1 to 100 of 906 records(s), sorted by descending Date Edited
ID | Hospital | Procedure Category | Operations | Month | Edited By | Date Edited
928 | Fife | Breast surgery | 0 | 01/2012 | williamn | 19/06/2012 14:57:44 | View/Edit | Delete
929 | Forth Valley Royal | CABG | 0 | 01/2012 | williamn | 19/06/2012 14:57:35 | View/Edit | Delete

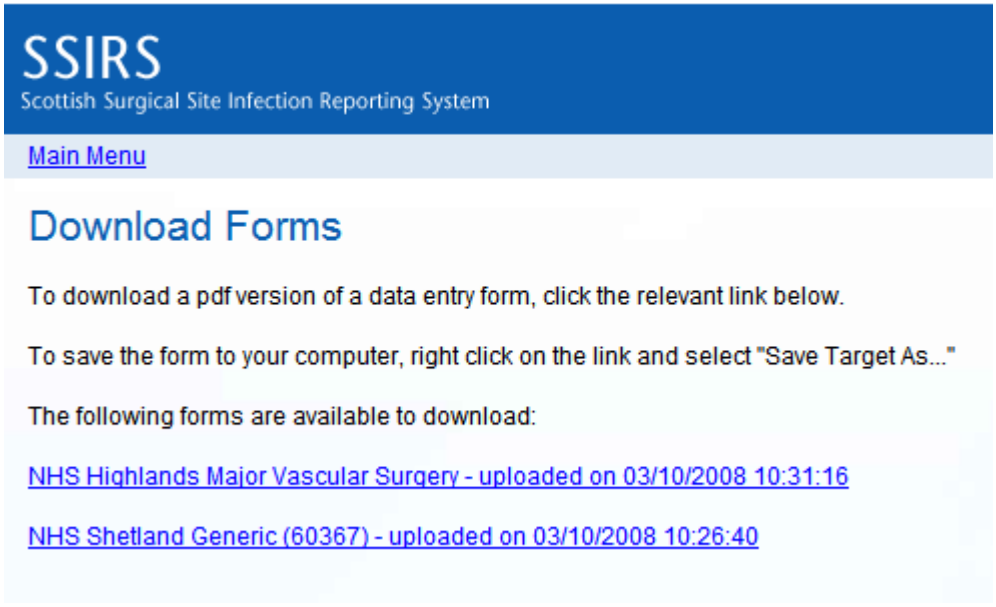
Here you can browse through all your data entries per board, hospital, procedure category or date frames. The data filter on this screen is quite helpful for sites that have more than one hospital involved in surveillance and/or a number of procedures categories.

## 6.7 DOWNLOADING PDF FORMS

To view, save or print PDF data collection forms, go to the main menu and click on the “Download PDF forms” link.

On the download PDF forms page you will see links for all the forms that you are able to download.

**The Download PDF forms page**

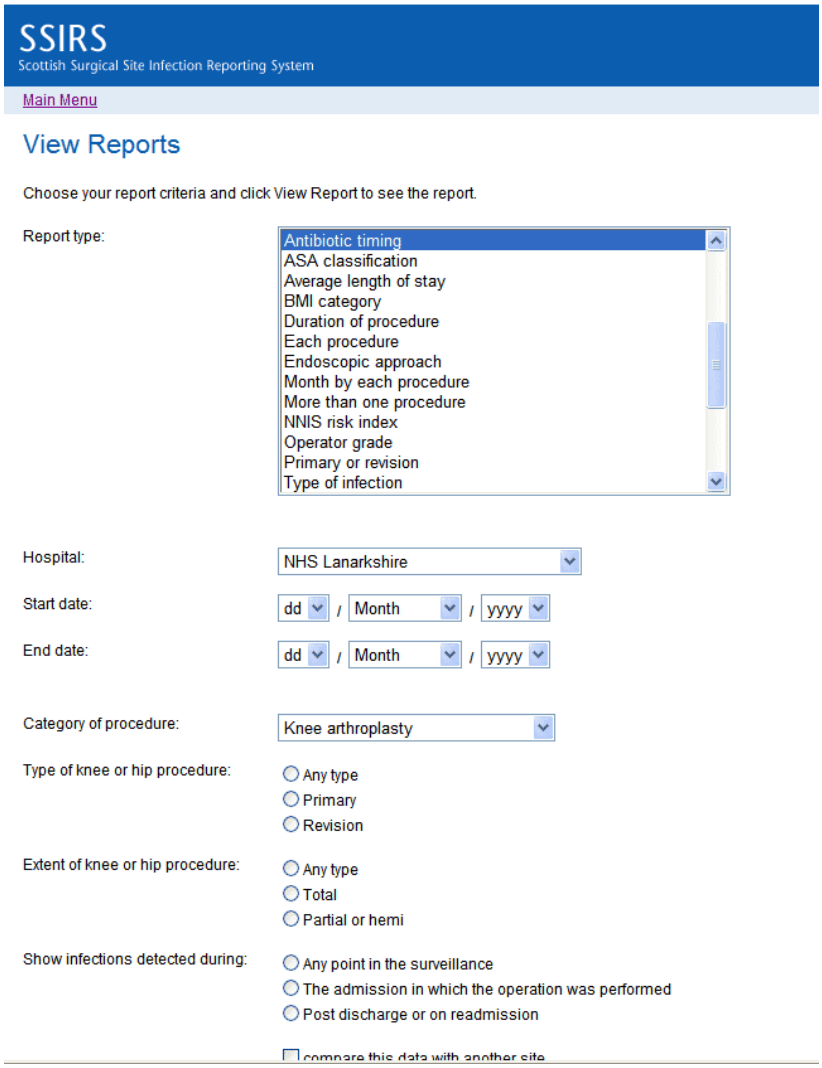

SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
Download Forms
To download a pdf version of a data entry form, click the relevant link below.
To save the form to your computer, right click on the link and select "Save Target As..."
The following forms are available to download:
NHS Highlands Major Vascular Surgery - uploaded on 03/10/2008 10:31:16
NHS Shetland Generic (60367) - uploaded on 03/10/2008 10:26:40

To view a form, click on the link. To save a form, right click on the link and choose “Save Target As…” then choose the place you want to save the PDF file to.

## 6.8 VIEW REPORTS

To view reports on surveillance data, return to the main menu and click on the “View reports link”. This will take you to the view reports screen.

### The view reports screen




The view reports screen has a number of controls:

- Report type – specifies the type of report by title. See section 6.9 for a list of report types.
- Hospital – specifies the site or hospital that you want to report.
- Start date and end date – the earliest and latest dates to report.
- Category of procedure – the procedure to report on.
- Type of knee or hip procedure – only available when “Knee arthroplasty” or “Hip arthroplasty” is chosen for category of procedure. The options are primary or revision.
- Extent of knee or hip procedure – again only available when “Knee arthroplasty” or “Hip arthroplasty”. The options are total and partial/hemi.
- Show infection detected – this lets you specify which type of infections to include in the report.
  - Any point in surveillance – all infections.

- The admission in which the operation was performed – infections detected when the patient was still in hospital i.e. an inpatient.
- Post discharge or on readmission – infections detected after the patient left hospital or when they were readmitted.

- Compare with data from another site – this option is available for certain reports. Will compare data with the exact same parameters but with another hospital that you have access to or Scottish data as a whole.

Depending on what report type you select, the hospital, category of procedure, Type of knee of hip procedure, extent of knee or hip procedure, Show infections detected during and comparison controls may be disabled.

When you are ready to view the report, click the View Report button. After a few seconds you will then be taken to the report screen.

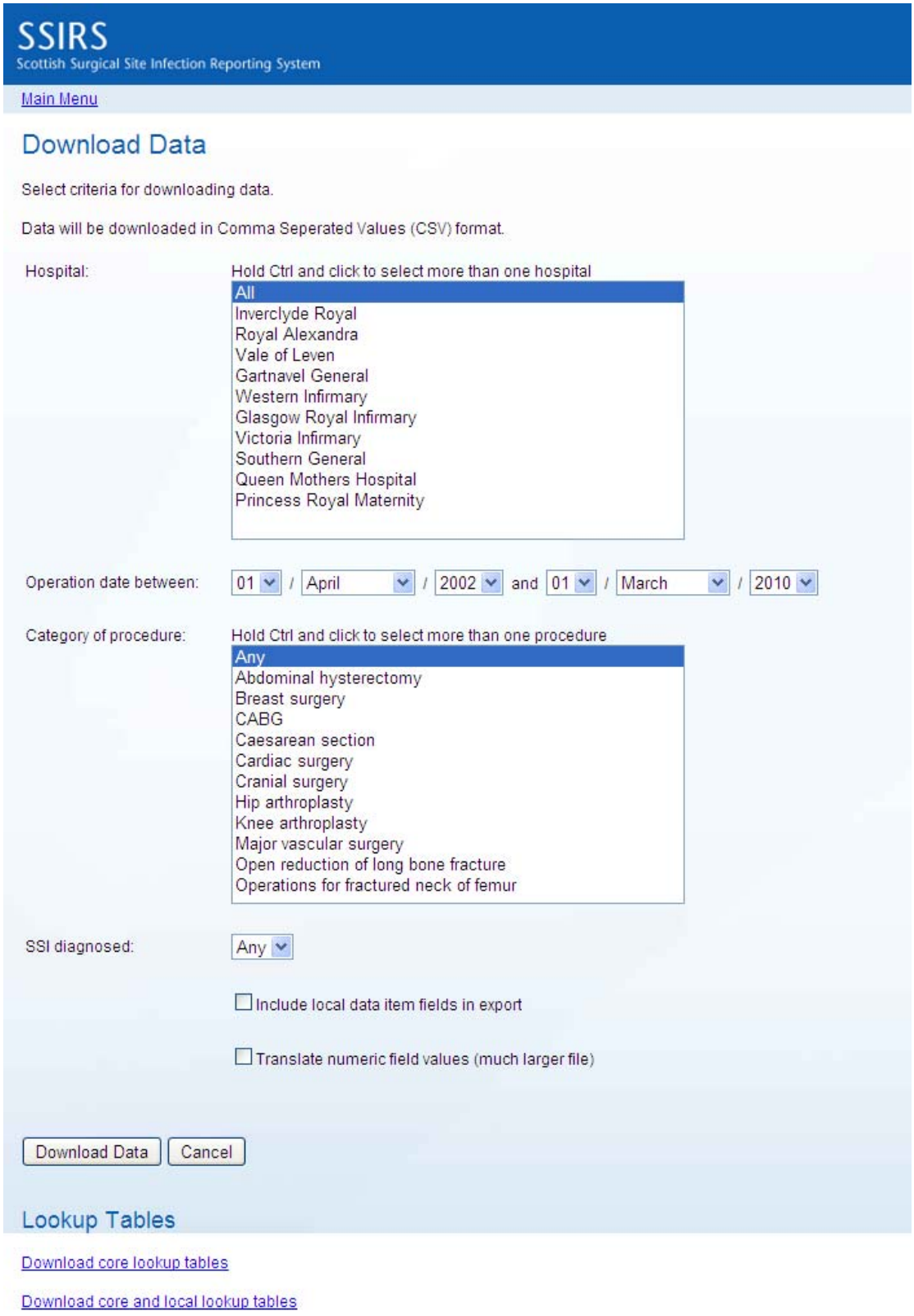
The report screen contains two parts, the graph and the summary table.
You can print this using your browsers print command (usually under the file menu).

To return to the report criteria screen click your browsers back button.

## 6.9 DOWNLOAD DATA

To download surveillance data, go to the main menu and click on download data. You are taken to the download data screen.

**Download data screen**



You download data in much the same way as doing an advanced search i.e. you specify what surveillance you are interested in and when you are finished click the “Download” button.

After a few moments the file will be served to you. The file is in a comma separated value or CSV format. Most statistical and database packages will be able to load the file.

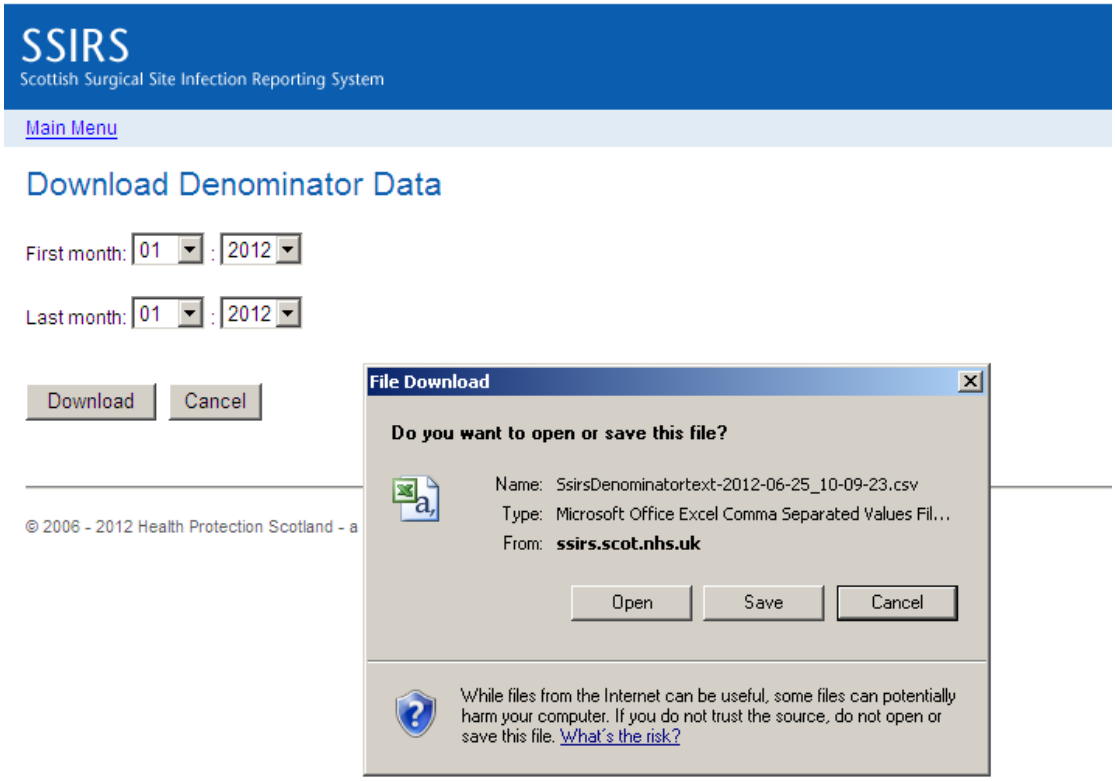
To cancel, click on the “Cancel” button and you will be taken to the main menu screen.

To download lookup table to translate numeric values into text, click on the relevant link at the bottom of the page. The file contains the text values for all list fields within the database.

## 6.9 DOWNLOAD DENOMINATOR DATA

Denominator data can be downloaded from the 'Download denominator data' link on the Main Menu. You will be taken to the screen below where you can specify the time period that you want the data for, and by clicking on the download button you will be asked if you want to open or save the data.

### Download data screen


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
Download Denominator Data
First month: 01 : 2012
Last month: 01 : 2012
Download
Cancel
© 2006 - 2012 Health Protection Scotland - a
File Download
Do you want to open or save this file?
Name: SsirsDenominatortext-2012-06-25_10-09-23.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: ssirs.scot.nhs.uk
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

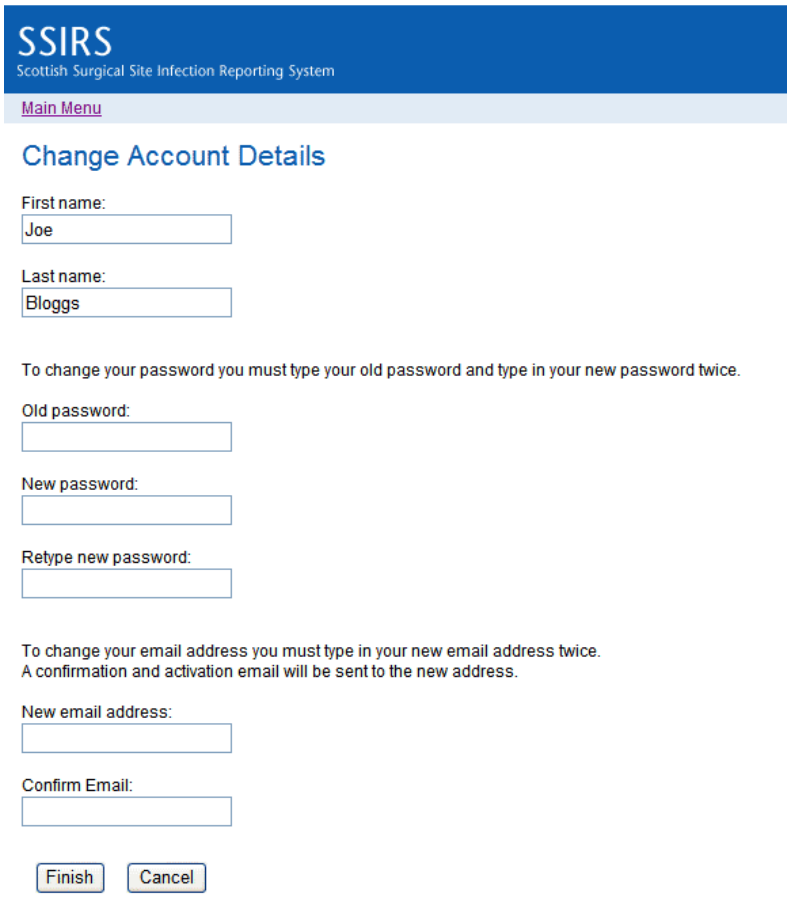
The file is in a comma separated value or CSV format. Most statistical and database packages will be able to load the file.

To cancel, click on the "Cancel" button and you will be taken to the main menu screen.

## 6.10 CHANGE YOUR ACCOUNT DETAILS

To change you account details, go to the main menu and click on the “Change your account details link”. You will be taken to the change account details screen.

**The change your account details screen**


SSIRS
Scottish Surgical Site Infection Reporting System
Main Menu
Change Account Details
First name:
Joe
Last name:
Bloggs
To change your password you must type your old password and type in your new password twice.
Old password:
New password:
Retype new password:
To change your email address you must type in your new email address twice.
A confirmation and activation email will be sent to the new address.
New email address:
Confirm Email:
Finish
Cancel

To change your name, type your new first name and last name.

To change your password, type your old password, choose a new password and type this twice.

To change your email address, type your new email address twice.

You can do all three at once, or just one of the above. When you are done click the “Finish” button.

To cancel, click the “Cancel” button and you will be taken to the main menu screen.

If you changed your email address, a confirmation message will be sent to your new address. For security reasons, your email address will only be updated once you follow the instructions inside this message.

## 6.11 LIST OF AVAILABLE REPORTS

List of Reports

- All operations by

- ASA classification
- BMI category
- Duration of procedure
- Sex
- Sex and age
- SSI related deaths

- SSI rates by

- Age group
- Antibiotic prophylaxis
- Antibiotic timing
- ASA classification
- Average length of stay
- BMI category
- Consultant
- Days to SSI diagnosis
- Duration of procedure
- Each procedure
- Endoscopic approach
- Month by each procedure
- More than one procedure
- NNIS risk index
- Operator grade
- Presentation to surgery
- Primary or revision
- Type of infection
- Wound class

- Inferential

- SSI rate for each procedure with 95% confidence intervals
- Statistical process control chart of SSI rate
- Run chart of SSI rate

- SAPG report
- Summary report – PDF format
- Monthly report – PDF format
- Quarterly report – PDF format